

DEPARTMENT OF HEALTH PROFESSIONS - DIRECTIVES

DIRECTIVE NO.: 1.16

EFFECTIVE: 4/1/05

APPROVAL: _____

1.16 Retention of Applications and Applicant Documentation

Purpose: To establish a policy for the retention of applications, applicant fees and applicant documentation that is consistent for all professions and boards within the Department.

Policy: The staff of health regulatory boards should apply a consistent procedure for handling and retention of applications, fees and documents associated with applications, so applicants for licensure, certification, or registration for any profession will be treated according to a stated standard. Any exception to the procedure that is made on a case-by-case basis should always be in favor of the applicant.

Procedure:

Document	Retention and Disposition
Application without fee	Do not retain; return to sender
Fee without application	Do not retain; return to sender
Documentation without application	Retain for one year from date of receipt, and then destroy
Incomplete application within one year of receipt – retain as active/no new fee required	Retain for one year from date of receipt at board After one year, becomes an inactive application; may retain at board or send to storage to be kept for three years from date of receipt of application Exceptions: Professions that require more than one year for completion of licensure requirements Nursing – applications for licensure by examination require submission of repeat application and \$25 fee
Incomplete application between one and three years - resubmission of fee, application & any documentation that is not static (verifications, practice history, etc.)	Retain for one year from date of receipt of resubmitted application and fee After one year, becomes an inactive application; may retain at board or send to storage to be kept for three years from date of receipt of re-submitted application

Denied application	<p>Retain in board files for one year from date of written decision by the board.</p> <p>After 1 year, becomes inactive application to be retained at board or sent to storage.</p> <p>Retain for 3 years from date of written decision by the board</p> <p>An exception is made for applicant who is declared ineligible but who is given specific requirements to fulfill that could reasonably take more than 1 year.</p>
Completed application/license granted	<p>Retain at board or in storage the paper application and documentation for one year from the date of licensure or a final case decision.</p> <p>After one year, microfilm or other acceptable technology for 75-year retention</p>